

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, June 20, 2016**

**MINUTES**

**1. Call to order**

The June 20, 2016 regular meeting of the Village Board of Trustees was called to order at 6:33 p.m. by Village Clerk Lisa Kalata.

**2. Determination of quorum and that the agenda was properly posted.**

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: Troy Allen, Kyle Broom, Harvey Potter and John Williams. Jack Henrich, Alex Jushchyshyn and Jennifer Pickel were absent. Staff present were Village Clerk Lisa Kalata, Administrator Matt Giese, Police Chief Dan Layber, Village Treasurer Deb Winter, Director Parks, Recreation & Forestry Sean Brusegar, Village Planner Erin Ruth, Director of Public Works & Utilities JJ Larson, and Village Attorney Leighton Boushea.

Nomination of Chairman Pro Tem was taken, Williams nominated Potter as Chairman Pro Tem, seconded by Broom. Motion carried with a voice vote of 4-0-0.

**3. Pledge of Allegiance.**

**4. PUBLIC APPEARANCES** – *Public's opportunity to speak about any subject that is not a specific agenda item.* None

**5. Discuss and consider the minutes of the regular Village Board meeting of June 6, 2016.**

**Motion** by Williams to approve the minutes of the regular Village Board meeting of June 6, 2016 as read, seconded by Allen. **Motion** carried with a voice vote of 4-0-0.

**6. Discuss and consider the minutes of the Special Village Board meeting of June 15, 2016.**

**Motion** by Williams to approve the minutes of the Special Village Board meeting of June 15, 2016 with the correct of the day to Wednesday, seconded by Potter. **Motion** carried with a voice vote of 4-0-0.

**7. Presentations to the Board-None**

**8. Unfinished Business**

- a. Identify, Discuss and Prioritize Village Ordinances requiring updating and revising.

Attorney Boushea will have updates for the July board meeting.

- b. Discuss and consider proposed agreement with Colonial Club.

Bob Powers from the Colonial Club was present to discuss the agreement and had some suggestions for revisions to Article II as follows: 1. 3.0 hours weekly of one-on-one case management support for persons 60 and over consisting of onsite case management support, or assistance for those that require guidance through the Medicare Part D process. These services may be provided at the Taylor Ridge Senior Living Center, Bank of Sun Prairie in Cottage Grove or the Sun Prairie Colonial Club location. 2. Subject to receiving requested Federal funding, delivering 1,680 noon meals to homebound residents who meet Dane County nutrition requirements. Mr. Powers also suggested that the Colonial Club staff come back in July or August with an updated report. **Motion** by Potter to approve the agreement with the noted changes to the agreement, seconded by Broom. **Motion** carried with a voice vote of 4-0-0.

**9. New Business**

- a. Discuss and consider Renewal Operator License applications for licensing year July 2016-June 2017.

**Motion** by Potter to approve the renewal operator license applications for licensing year July 2016- June 2017, seconded by Allen. **Motion** carried with a voice vote of 4-0-0.

- b. Discuss and consider New Operator License applications for licensing year July 2016-June 2017

**Motion** by Williams to approve the new operator license applications for licensing year July 2016- June 2017, seconded by Broom. **Motion** carried with a voice vote of 4-0-0.

- c. Discuss and consider Municipal Services Building Fund Expenditure requests.  
JJ Larson explained the memo regarding the expenditures for the Municipal Services Building. The committee had approved the expenditures and to get a complete inspection of the building before the fund is closed out.  
**Motion** by Potter to approve the expenditures along with an estimate from MSA for the scope of the building inspection, seconded by Broom. **Motion** carried with a voice vote of 4-0-0.
- d. Discuss appointment of alternates to Village Boards, Committees, Commissions.  
Attorney Boushea explained that the current ordinance which gives the Village President the opportunity to appoint alternates to committees. Broom was concerned with having a quorum for meetings and the possibility of appointing more alternates to alleviate the potential problem. Attorney Boushea will discuss with Village President and bring it back to the July meeting.
- e. Discuss and consider RESOLUTION 2016-5 re: Transportation funding for local transit systems.  
Village Treasurer Deb Winter explained the resolution for the JustFixitWI campaign to find a sustainable solution to fund the transportation system in Wisconsin. **Motion** by Williams to approve RESOLUTION 2016-5 as presented, seconded by Potter. **Motion** carried with a voice vote of 4-0-0.

## 10. Reports from Village Boards, Commissions & Committees

- a. Public Works & Properties Committee
  - i. Update on Bonnie Road property  
JJ Larson updated the board on the Bonnie Rd property. They are currently looking into what the cost would be to keep the building, sell the building or what the needs are for the building. This will be brought back to the committee when the hard numbers are available. There was no formal recommendation from the committee.
- b. Utility Commission
  - i. Update on Gaston Road ROW permit  
Attorney Boushea updated the board on the recent status of the ROW permit from the Town of Cottage Grove. The Town did make some changes following the PSC recommendations, however there are still issues with the permit. Attorney Boushea will be getting information to the PSC to hopefully resolve the deadlock with the Town.
- c. Plan Commission
  - i. Discuss and consider proposed amendment to the Village of Cottage Grove Zoning Ordinance to amend parking requirements for multi-family residential, senior residential, indoor storage, and vehicle repair land uses.  
Village Planner Erin Ruth explained the Zoning Ordinance amendments to the parking requirements. The Plan Commission did recommend the amendments as presented. **Motion** by Williams to approve Ordinance 05-2016 as presented, seconded by Broom. **Motion** carried with a voice vote of 4-0-0.
- d. Community Development Authority  
Potter reported that the Cottage Grove Chamber is working with UW Extension on a study for economic development in the Village. Greg Johnson from Ehlers presented on the status of the Village TIDs. There was a discussion on TID #7 and the potential projects with the expansion of the bike trail
- e. Deer Grove EMS Commission
  - i. Discuss and consider Deer-Grove EMS special event services/fees  
**Motion** by Potter to table until there is more information from Chief Erschen, seconded by Williams. **Motion** carried with a voice vote of 4-0-0.  
Potter reported that the run fees are down from last year but up from 2014. June has been a busy month for them. The LTE rate increase did get approved, and they will pay CPR instructors. They would like to hire a grant writing contractor. The job description will be updated for the Chief and goals will be set. They will be working on what a consolidation would have looked like in 2015.
- f. Emergency Government Committee  
There is no update

## 11. Reports from Village Officers:

- a. Troy Allen-None
- b. Kyle Broom-None
- c. Alex Jushchyshyn-Absent
- d. Jennifer Pickel-Absent
  - i. Update of current activities involving the Monona Grove School District.
- e. Harvey Potter- None
- f. John Williams – Fireman’s Festival was a success and the fireworks were very nice. The Lions Club pancake breakfast was a success as well.
- g. Jack Henrich - Absent
- h. Attorney Lee Boushea
  - i. Update on DaneCom  
Dave Dejung will be attending the August meeting.
- i. Administrator Matt Giese- None
- j. Director of Planning and Development Erin Ruth-None

## 12. Communications and Miscellaneous Business

- a. Consider approval of vouchers  
**Motion** by Broom to approve the Village portion of the vouchers in the amount of \$67,882.79, seconded by Allen. The check sequence goes from check #40660 to check #40727. **Motion** carried with a voice vote of 4-0-0.
- b. Correspondence  
None
- c. Future agenda items  
Varies ordinances  
EMS special event fees

## 13. Closed Session – The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1) (e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session, and pursuant to Wisconsin State Statute §19.85 (1) (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved - Legal ramifications of Deer Grove EMS Joint Agreement, Discuss response to latest conditions imposed by Town relating to Village application to install and maintain a water main extension on Gaston Road, Negotiate terms for potential development in TID #6 by Horizon Development Group Inc.

**Motion** by Potter to enter into closed session at 7:30 p.m., seconded by Williams. **Motion** carried with a roll call vote of 4-0-0.

## 14. Reconvene into open session and possible consideration of closed session items.

**Motion** by Potter to reconvene to open session at 8:12 p.m., seconded by Allen. **Motion** carried with a roll call vote of 4-0-0. No action was taken at this time.

## 15. Adjournment

**Motion** by Allen to adjourn at 8:14 p.m., seconded by Potter. **Motion** carried with a voice vote of 4-0-0.

**Respectfully Submitted,**

**Lisa Kalata, Clerk**

**Village of Cottage Grove**

**Approved: July 18, 2016**

**These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.**